

New Hampshire Department of Transportation  
Bureau Of Highway Maintenance

Required Training Summary and Matrix  
EIP-7-Form 7a

Summary of Required Environmental Training\*

<i>Training Topic</i>	<i>Code Citation</i>	<i>Frequency</i>
UST Operator Training	RSA 146-C:18	Initial and Biennial.

\* **Include** specific training requirements that are required by legal and other requirements. See EIP-3: Legal and Other Requirements.  
Add more pages as needed

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<b>Environmental Training Matrix</b>				
<b>Training Requirements</b>	<b>Trainees</b>	<b>Training Type</b>	<b>Trainer</b>	<b>Frequency</b>
<b><i>Compliance-Related Training</i></b>				
UST Operator Training	Staff Designated to be Operator A, B, and C	Approved by NHDES	Approved by NHDES	Initial and Biennial
Hazardous Waste	District Engineer, Assistant District Engineer, Maintenance Supervisors, Construction Foreman, Patrol Foreman, Assistant Patrol Foreman, Highway Maintainers	PowerPoint and/or classroom (Include as part of EHS-CH300-SAFE-001, Hazardous Substance Communication Program)	OSC, SEC, or approved trainer	Initial and annual refresher
Universal Waste	District Engineer, Assistant District Engineer, Maintenance Supervisors, Construction Foreman, Patrol Foreman, Assistant Patrol Foreman, HM I, II, III	PowerPoint and/or classroom (Include as part of EHS-CH300-SAFE-001, Hazardous Substance Communication Program)	OSC, SEC, or approved trainer	Initial and annual refresher
Regulated Substances	District Engineer, Assistant District Engineer, Maintenance Supervisors, Construction Foreman, Patrol Foreman, Assistant Patrol Foreman, HM I, II, III	PowerPoint and/or classroom (Include as part of EHS-CH300-SAFE-022, Flammable and Combustible Liquids Program)	OSC, SEC, or approved trainer	Initial, 6 year training cycle, refresher as needed.
Used Oil	District Engineer, Assistant District Engineer, Maintenance Supervisors, Construction Foreman, Patrol Foreman, Assistant Patrol Foreman, HM I, II, III	PowerPoint and/or classroom (Include as part of EHS-CH300-SAFE-022, Flammable and Combustible Liquids Program)	OSC, SEC, or approved trainer	Initial, 6 year training cycle, refresher as needed.

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<b>Environmental Training Matrix</b>				
<b><i>Other Required Training</i></b>				
<b>Training Requirements</b>	<b>Trainees</b>	<b>Training Type</b>	<b>Trainer</b>	<b>Frequency</b>
EMS Awareness	All employees	PowerPoint and/or classroom	OSC, Bureau EMS Team	Initial, new hires
Wastewater Handling and Disposal Work Instruction	District Engineer, Assistant District Engineer, Maintenance Supervisors, Construction Foreman, Patrol Foreman, Assistant Patrol Foreman, HM I, II, III	Work Instruction	SEC, Patrol Foreman, or approved trainer	Initial and refresher as needed, new hires
Salt and Anti-icing Storage and Handling Work Instruction	All employees except office clerical and administrative staff	Work Instruction, Winter Maintenance Training	SEC, Patrol Foreman, or approved trainer	Initial, 3 year winter maintenance cycle, new hires
Chemical Storage Work Instruction	All employees	PowerPoint and/or classroom. (Include as part of EHS-CH300-SAFE-001, Hazardous Substance Communication Program)	SEC or approved trainer	Initial, annual refresher, refresher as needed, new hires

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<b>Training Requirements</b>	<b>Trainees</b>	<b>Training Type</b>	<b>Trainer</b>	<b>Frequency</b>
Chemical Disposal Work Instruction	All employees	PowerPoint and/or classroom. (Include as part of EHS-CH300-SAFE-001, Hazardous Substance Communication Program)	SEC or approved trainer	Initial, annual refresher, refresher as needed, new hires
Surface Preparation and Painting of Maintained Equipment Work Instruction	All employees except office clerical and administrative staff	Work Instruction	SEC, Patrol Foreman, or approved trainer	Initial, refresher as needed, new hires
Coatings and Coated Equipment Acquisition Work Instruction	All employees	Work Instruction	SEC, Patrol Foreman, or approved trainer	Initial, refresher as needed, new hires
Vehicle Washing Work Instruction	All employees	Work Instruction	SEC, Patrol Foreman, or approved trainer	Initial, refresher as needed, new hires
Wood Ash Management	All employees except office clerical and administrative staff	Tailgate Safety Talk	SEC, Patrol Foreman, or approved trainer	Initial, refresher as needed, new hires